

RA or DRA Meeting Request Form

The RA and DRA request that you please complete the entire form below with as much detail as possible then send this form to your Director or Associate Director.

- **Meeting Topic(s)/Title of Meeting or Event:** Bristol Bay Watershed Assessment update to Army Corps Alaska District Management
- **Program Office Point of Contact (POC):** Richard Parkin (Michael Szerlog – backup)
- **Urgency/Priority (high, medium, low):** High
- **Purpose of the meeting (informational, decisional, pre-briefing for external meeting, etc):** To present the current status of the Bristol Bay Watershed Assessment to Alaska District management.
- **If the meeting will involve external participants, what will the RA/DRA's role be in the event (site visit, presenter, site tour, listening session, etc):** To provide general introduction/welcome remarks to the Colonel and his staff members.
- **Brief background information/details:** ARU will provide presentation materials in advance for review.
- **Location and/or suggested travel plans if offsite:** Meeting will be in AOO, but we would like to use the RA's conference room and connect via VTC.
- **Date/Time of requested meeting:** Wednesday, February 1, 2012 @ 5PM Pacific (4PM Alaska)
- **Suggested length of meeting:** 1 hour 30 minutes
- **Required Attendees:** Jeff Frithsen (ORD), Palmer Hough (HQ), Phil North, Dianne Soderlund and Richard Parkin in person in Anchorage and Dennis, Kate Kelly, Michael Szerlog, Cara Steiner-Riley, and Sheila Eckman in Seattle.
- **Optional Attendees:** N/A
- **Equipment needed (laptop, projector, whiteboard, VTC, etc):** VTC in both Anchorage and Seattle. Need for Anchorage to be able to show powerpoint as well as video.